

TAB

ENCLOSURE 2

ECONOMIES IN BUILDING OPERATIONS

1. We have already instituted measures to effect economies in building operations and these are:
  - a. Reduce telephone service.
  - b. Reduce expenditures for rugs, draperies and executive furniture.
  - c. Reduce expenditures for building alterations.
2. We feel that further economies could be realized by:
  - a. Thorough review of security requirements including guard posts and secure areas.
  - b. Accepting GSA maintenance and service standards which are, in some cases, lower than those the Agency requests or would like to have.
3. The Public Buildings Service (PBS) has for the first time concluded that it is more economical to turn out office lights after office hours.\* A notice to this effect will be forwarded to all agencies in the next few days. An Agency notice will be published to implement the new PBS policy.
4. Every effort is being made to hold to an absolute minimum any overtime work requested of PBS. Some overtime work will continue to be necessary, but any which can possibly be done during normal work hours will be so scheduled.

\*Previously, PBS had determined that leaving fluorescent lights turned on continuously was more economical due to the greater number of burned out tubes and ballast when turning lights off at night. Improved ballast accounts for the present change in policy.